

# Privacy Notice for Third Sector Community Support Fund 2025/26

## Information held about you

As part of the funding arrangements for this programme evidence of eligibility and information must be collected. We also need to keep information on your progress throughout the application process.

West Lothian Council will collect personal information about you. Some or all of the following information will be held by West Lothian Council.

- Name of the group
- Contact details of contact person; name, position in the group, address, telephone and e-mail address.
- Copies of group documents;
  - List of committee members/directors list- Annual Accounts
  - Cash flow forecast 2023/24
  - Memorandum of Association or Constitution
  - Bank Statements / Bank Details
- Evidence of grant spend including but not limited to; Invoices, Payslips, Receipts, Utility Bills, bank statements etc.
- Evidence of indicators as set by the group including but not limited to; attendance records, questionnaires, etc

## Who is processing my data?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

## How will we use information we hold about you?

Your data will be used to:

- Assess and progress your application
- Contact you regarding the Third Sector Community Support Fund
- To contact you regarding information that may be relevant to you.
- To contact you for feedback regarding the quality of services provided to you.
- Contact you regarding the monitoring of the fund spend and outcome progress.

## Who will we share your information with?

- We will share your information with internal West Lothian Council colleagues in services such as; Central Admin, Financial Management Unit, as required to carry out your request.
- We will also share your information with the assessment panel made up of West Lothian Council officers and external Community Planning Partner Officers as mentioned in the application guidance.
- We may discuss your application with West Lothian Council colleagues in services relevant to your application.

## How long do we keep your records?

We will endeavour to keep your information accurate and up-to-date, and to update or remove the data upon request by you. The council will only keep your information for a maximum of seven years from the end of the project. After this time personal information will be securely destroyed.

## Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased.

To request your records, you will need to put your request in writing and provide proof of identification to Douglas Grierson, Community Wealth Building Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

E-mail: [Douglas.Grierson@westlothian.gov.uk](mailto:Douglas.Grierson@westlothian.gov.uk)

## Providing accurate information

It is important that we hold accurate and up to date information about you in order to provide evidence of eligibility for the particular funding you are applying for. We also need to keep information on your progress throughout the application process. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

## Further information

If you have any questions or concerns about how your information is used, please contact Douglas Grierson, Community Wealth Building Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, E-mail: [Douglas.Grierson@westlothian.gov.uk](mailto:Douglas.Grierson@westlothian.gov.uk)

You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, E-mail: [dpo@westlothian.gov.uk](mailto:dpo@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to complain about how your information is being used, is available from the Information Commissioner's Office at <https://ico.org.uk/>

## Who is responsible for my information?

All personal information is held and processed by West Lothian Council in accordance with the Data Protection Act 2018. For information on the role of Data Controller, Data Protection Officer and Contact Details for the council, please refer to the 'Data Protection and Privacy' page of the council's website:

<https://intranet.westlothian.gov.uk/article/36236/General-Data-Protection-Regulation-GDPR>